

### Grant Instructions: American Rescue Plan (ARP) Act

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#### **ARP-Plus: Pitch an Idea**

*For New to You projects that address pandemic response and can be completed by September 30, 2022.*

#### General Information

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- **Eligibility:** Nevada academic, public, k12, special, or tribal libraries.
- **Grant amount:** up to \$75,000 per eligible library.
- **Funding Period:** Projects occurring between January 1, 2022-September 30, 2022.
- **Application Deadline:** March 18, 2022. No extensions.
- **Required Certifications (one set per library per federal year):** <https://nsla.nv.gov/2021LSTA/RequiredForms>
- Apply online through Community Grants: <https://nslapr.force.com/portal>
- Community Grants Registration Instructions for new users: [https://nsla.nv.gov/ld.php?content\\_id=64774058](https://nsla.nv.gov/ld.php?content_id=64774058)

#### Funding

Approximately \$350,000 of LSTA ARP available for ARP Plus grants during Federal Fiscal Year (FFY) 2021.

#### Funding Priorities

Libraries are encouraged to envision NEW programs or services that will support pandemic response and recovery and solve a specific problem or meet an identified need of the library's current or potential users. Projects must also align with and advance at least one of LSTA ARP priorities and one of the goals from Nevada's LSTA 5 year plan, 2018-2022. The priorities and goals are:

##### ARP Priorities:

- **Digital Inclusion.** To support digital inclusion efforts to enable libraries to reach residents such as through internet hotspots, accessible Wi-Fi, and digital content and related resources, particularly in support of education, health, and workforce development needs.
- **Pandemic Response.** To provide rapid emergency relief to libraries across the country, allowing them to safely respond to the pandemic and implement public health protocols;
- **Support of Library Services.** To support library services that meet the needs of communities throughout the U.S., including costs such as personnel, technology, training, materials, supplies, equipment, and associated indirect costs.

##### LSTA Goals:

- **Goal 1:** Strengthen Nevada libraries' ability to effectively respond to community needs through assessment, planning and training.
- **Goal 2:** Encourage Nevada libraries to develop and use partnerships and collaboration to maximize user resources and services throughout the state.
- **Goal 3:** Nevada libraries will provide responsive learning environments for Nevada residents.
- **Goal 4:** Build capacity of libraries to meet user identified access needs.

The LSTA Plan for Nevada has been approved by the U.S. Institute of Museum and Library Services and directly relates to the federal LSTA purposes and priorities of the Library Services and Technology Act (LSTA) (20 U.S.C. § 9121). It is the basis for funding all projects. Nevada's LSTA 5 year plan, 2018-2022 is available here:

[https://nsla.nv.gov/ld.php?content\\_id=50682804](https://nsla.nv.gov/ld.php?content_id=50682804)

There are no favored categories of grant or applicant.

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### Match

Match is not required, but please document any in-kind or local cash you're using for this project. Matching funds may come from the library's operating budget, Friends, gift funds, or project partners. Other federal funds may not be used towards match.

**When/where is the application due?** Submit applications through the Community Grants Portal by March 18, 2022. No extensions will be granted.

Submission of an application is not binding upon the applicant nor upon the Nevada State Library, Archives and Public Records (NSLAPR). Submitted applications become public information.

### Application Evaluation

Applications will be evaluated ranked internally by NSLAPR staff per the LSTA Rubric, available here:

[https://nsla.nv.gov/ld.php?content\\_id=65554157](https://nsla.nv.gov/ld.php?content_id=65554157). Staff will ensure that budget expenses are allowable and that outcomes align with LSTA ARP federal and state priorities. Successful applications will be *innovative* and successfully address a pandemic-driven need. Not all applications will be funded; successful applications may not be funded in full if there are not sufficient LSTA ARP funds available to meet all funding requests.

Strong applications will be clear in intent; have a Statement of Need supported by evidence (data); describe attainable Outcomes that result in a change in knowledge, skills, attitudes, enjoyment, or behavior for the target audience; show evidence of planning; have realistic budgets and timelines; and have well defined inputs, activities, outputs. They will also be evaluated for viability, sustainability and community impact. Project funding recommendations are submitted to the NSLAPR Administrator for final approval.

### Appeals Process

Applicant Libraries whose LSTA ARP grant applications are denied funding may appeal for reconsideration. The applicant library should submit a letter of appeal in writing, including detailed reasons, facts, and the remedy sought, within 30 days from the date that the applicant was notified that their grant was denied funding. The LSTA Coordinator will review the appeal and provide recommendations to the Nevada State Library, Archives and Public Records Division Administrator, who will respond as appropriate to the situation.

Send written appeals to:

Nevada State Library, Archives and Public Records  
LSTA Program  
100 N. Stewart Street  
Carson City, NV 89701

### Budget Guidelines

**Advanced Payment Option:** NSLAPR will offer advanced payments for this project. An advanced payment schedule will be written into your Grant -in-Aid agreement. After receiving the advanced payment, you must still submit all of your expenditure backup (copies of invoices, receipts, and proof of payment) before your next advanced payment is approved. Failure to submit expenditure documentation will impact any future advanced payments and/or grant awards.

Grant recipients are responsible for the timely payment of their vendors' invoices. Budget items must be allowable under federal and state law and federal OMB regulations. See Allowable Costs Tips on the **Nevada 2021 LSTA Libguide**, under *IMLS Guidance*.

**Reimbursement/Advanced Payment Reconciliation Documentation:** Submit Reimbursement/Reconciliation Requests with appropriate documentation of expenditures. Acceptable source documentation includes:

- legible copies of receipts
- legible copies of invoices

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- detailed printouts from the grantee's fiscal software showing payment

The receipts/invoices/printouts must include the vendor name, date, quantity, unit cost, and an accurate description of the goods or services provided. The receipts/invoices/ printouts items must be clearly mapped to the Reimbursement Request form.

**NOTE:** NSLAPR funds this program through the Library Services and Technology Act (LSTA) as administered by the Institute for Museum and Library Services (IMLS). IMLS does not allow use of LSTA funds in support of library management activities involving fundraising, advocacy, general marketing, or library design and construction.

### Reporting Requirements

A final report, consisting of activity summaries and data sets, user surveys, target audience outcomes, lessons learned, anecdotal information, and a financial section is **required** and must be submitted by November 4, 2022.

## Section 1: Overview

**Funding Requested (Max \$75,000):** Provide whole-dollar amount.

**Application Title:** **100 character limit.** The working title of your project. Should be descriptive & short.

**Description:** Enter a brief (2-3 sentences) summary or description of your project. ***This should be a new-to-your-library concept. Briefly give an overview of your project and describe how it relates to pandemic response. Feel free to consult with the LSTA Coordinator first. Space for details is in 2.5 Statement of Need and Section 4: Implementation Activities.***

## Section 2: Library Information

**Question 1: Library Name.** Enter the full legal name of the applicant library, system, school district, or other agency.

**Question 2: Library Type.** Select one. Your library type will have corresponding LSTA eligibility criteria.

Public / K12 / Academic / Special / Consortia

**Question 3: Unique Entity Identifier (UEI). Enter DUNS# if your organization has not yet obtained its UEI.** By April of 2022, LSTA subgrantees must use a Unique Entity Identifier (UEI) created in SAM.gov. If you haven't yet received a UEI from SAM.gov, enter your DUNS, *but please note: if your project is funded, you will not receive your award until you provide a UEI to the LSTA Coordinator.*

**Question 4: Library Description. 800 character limit.** Provide a brief description of your library (location, demographics, population served, number of branches, number of staff, etc.).

## Section 3: Contact Information

*Contact information for the library director and project manager. Note: project emails and reminders will be sent to the project manager.*

**Question 5: Library Director First Name.** The library director or appropriate senior administrative officer who is authorized to sign an agreement accepting the terms of the grant.

**Question 6: Library Director Last Name.** The library director or appropriate senior administrative officer who is authorized to sign an agreement accepting the terms of the grant.

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**Question 7: Library Director Email.** The email address for the library director or appropriate senior administrative officer who is authorized to sign an agreement accepting the terms of the grant.

**Question 8: Library Director Phone.** The phone number for the library director or appropriate senior administrative officer who is authorized to sign an agreement accepting the terms of the grant.

**Question 9: Project Manager First Name.** The primary contact for this project. All emails and reminders will be sent to this person using this information.

**Question 10: Project Manager Last Name.** The primary contact for this project. All emails and reminders will be sent to this person using this information.

**Question 11: Project Manager Email – all project emails and reminders will be sent to this person.** The email address for the project director.

**Question 12: Project Manager Phone.** The phone number for the project director.

## Section 4: Project Information and Statement of Need

*This section serves as the project overview. It contains essential project information (Title, Target Audience, IMLS Intent, LSTA Funds requested) as well as your Statement of Need. It is worth 20% of the total score.*

**Question 13: Target Audience.** Select ONE: ☐ Library workforce ☐ Library users

Identify the primary audience for this project. Your entire project will be built around this group and activities should be aimed at generating meaningful outcomes for this group.

**Question 14: Target Audience Description. 500 character limit.** All of your project activities and outcomes will be aimed at meeting your target audience's needs. For the application, first select either *Library Workforce* or *Library Users*; next, provide a description that will help define this group. Include enough descriptive information so that evaluators can get a good sense of this specific community.

- The *Library Workforce* category encompasses professional staff, paraprofessionals, Boards, and volunteers/Friends groups.
- If you select *Library Users*, describe pertinent demographic information. You can use behavioral and/or demographic attributes, such as age (0-5), economic situation (underemployed), geographic distribution (rural), etc.

**Question 15: IMLS Intent.** Select ONE of the IMLS Focal Areas that your project addresses: Lifelong Learning, Information Access, Economic & Employment Development, Institutional Capacity, Human Services, Civic Engagement.

**Question 16: Statement of Need. 1,800 character limit.** A Statement of Need is the rationale behind your project and demonstrates your library's understanding of the target audience's needs as well as your ability to address those needs. Your Statement of Need should be accessible, easy to understand, and concise; it should answer the question of "Why we should care." A good Statement of Need will have the following elements:

- A description of your target audience;
- A description of the situation/challenge that your target audience is facing;
- An explanation of how you know that this problem is real and not perceived;
- Problem implications (what happens if the problem is not addressed);
- Your proposed solution to elements of the problem;

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- Verification that your solution is not duplicating efforts of other community organizations;
- Outcomes/benefits to your target audience that are achievable during the timeframe of your project (the impact).

All of these elements will be high-level overviews. More details regarding your project implementation and outcomes will be required in subsequent sections.

Tips:

- Your Statement of Need **MUST** be substantiated and should be compelling (if your need is not compelling, your project won't be either).
- Do not use circular logic (Problem: we don't have xx; Solution; we will create xx).
- Data should be comparative; if you cite statewide or national data, explain how this data has local relevance/significance.
- Don't conflate your organizations Wants with your target audience's Needs.

## Section 5: Outcomes, Evaluation, Goals

This section addresses project impact: how your Target Audience will benefit from the Activities, how you'll measure the impact, and how your project advances strategic library priorities. **It is worth 20% of the total score.**

### Goals, LSTA and ARP

Each LSTA project must advance one of Nevada's LSTA goals as well as LSTA ARP goals. For these questions, you will describe exactly how your project will do so.

#### A note on Goals, Objectives, Activities, and Outcomes:

Goals reflect the big picture (30,000-foot view -- the forest looks like a big green/gold forest). For LSTA, the Goals are prepopulated for you (one of the 4 Nevada LSTA Goals plus your own local strategic goals).

Objectives are the LSTA projects you do to meet the Goals (mid-level view -- you know it's a forest but can distinguish pines from oaks).

Activities (which you will describe in the next section) are where you **DO** the measurable things to make the Objectives and your project happen -- they're the trees/weeds part of the forest analogy. Activities are the heart of your project; they're distinct and real; they're where you'll get actual stories and can collect data and measure impact that will help you understand Outcomes (the good your project has done).

Outcomes, measured by all of the Activity data, demonstrate you've met your big-picture LSTA and Local goals.

**Question 17: LSTA Goal.** Select the Nevada LSTA Strategic Goal that your project will advance.

- **Goal 1:** Strengthen Nevada libraries' ability to effectively respond to community needs through training, planning, and assessment.
- **Goal 2:** Encourage Nevada libraries to develop and use partnerships and collaboration to maximize user resources and services throughout the state.
- **Goal 3:** Nevada libraries will provide responsive and accessible learning environments that meet the needs of all Nevada residents.
- **Goal 4:** Build capacity of libraries to meet evolving information access needs.

**Question 18: LSTA Goal, Description.** 1,200 character limit. Describe how your project advances the LSTA Goal selected.

**Question 19: ARP Priority.** Select one:

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- **Digital Inclusion.** To support digital inclusion efforts to enable libraries to reach residents such as through internet hotspots, accessible Wi-Fi, and digital content and related resources, particularly in support of education, health, and workforce development needs.
- **Pandemic Response.** To provide rapid emergency relief to libraries across the country, allowing them to safely respond to the pandemic and implement public health protocols;
- **Support of Library Services.** To support library services that meet the needs of communities throughout the U.S., including costs such as personnel, technology, training, materials, supplies, equipment, and associated indirect costs.

**Question 20: ARP Priority, Description.** 1,200 character limit. Describe how your project advances the LSTA Goal selected.

**Question 21: Benefits/Outcomes to Target Audience.** 1,800 character limit. What changes in behavior, attitude, skill, or understanding would you like to see for your primary audience as a result of your ARP project?

**Question 22: Evaluation Methods.** 1,500 character limit. Describe how the desired outcomes will be measured and evaluated. (Include the data collected and surveys distributed during your project activities!)

## Section 6: Implementation Activities

This section covers all your project's implementation Activities -- what you will do. **It is worth 20% of the total score.**

- **Your project must have at least ONE Activity.**

### Implementation Activities

How will you implement your solution? What concrete things will you create/buy and what activities will you do as part of your Solution to the Need? Describe the activities, programs, outreach efforts, plans produced, people served, collections developed, etc., that will be purchased and created during the course of your project. For each Activity description, explain the activity's purpose, methods, and target audience, plus any high-level results that you anticipate. These should all be geared towards delivering the solution to your target audience's needs, but should also produce measurable data, such as circulation, statistics, and program attendance.

To be considered an Activity, the action must account for at least 10% of the total amount of resources committed to the project. **Note:** Please separate your Implementation Activities into one of these 4 categories. If your project is funded, this is how your final report will be structured:

- **Instruction:** the transfer of knowledge or skills through interaction and user engagement;
- **Content:** materials/collections/information resources;
- **Planning/Evaluation:** The design, development, or assessment of operations, services, or resources;
- **Procurement:** The purchase of equipment/supplies, hardware/software, or other materials that are not content related, but support library infrastructure.

**Question 23: Activity: Instruction.** 1,800 character limit. Describe classes, performances, presentations, drop-in sessions, etc., that center on instruction. How/why did you choose these topics and how will they advance ARP priorities?

**\*Instruction Data to be collected for final report:** 1) # of instruction programs/performances/drop-ins, 2) program/presentation length OR # of drop-ins, 3) attendance total, 4) attendance average

**\*Instruction Program Surveys (for patrons & staff):** see <https://nsla.nv.gov/2021LSTA/Surveys>



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**Question 24: Activity: Content. 1,800 character limit.** Describe the books, information, or materials you will acquire/create/digitize for your collection. How/why did you choose them and how will they advance ARP priorities?

**\*Content Data to be collected for final report:** 1) # of items obtained, created, or digitized 2) total usage/circulation, 3) average usage per month

**\*Content Surveys (for staff):** see <https://nsla.nv.gov/2021LSTA/Surveys>

**Question 25: Activity: Planning/Evaluation. 1,800 character limit.** Describe the formal plans or evaluations you will fund with ARP (ex: disaster plans). How do these plans/program evaluations advance ARP priorities?

**\*Planning/Evaluation Data:** 1) # of plans/evaluations funded

**\*Planning/Evaluation Surveys (for staff):** see <https://nsla.nv.gov/2021LSTA/Surveys>

**Question 26: Activity: Procurement. 1,800 character limit.** Describe essential project items you will purchase that are NOT collection related (example: hotspots, printers, plexiglass barriers). How/why did you choose them and how will they advance ARP priorities?

**\*Procurement Data to be collected for final report:** 1) # of items obtained and used

## Section 7: Resources, Timeline

This section covers the infrastructure aspects of your project's activities: when you will do your activities (timeline), who will be doing them (staff resumes), how will you let your community know (promotion), and who in your community will help (partners). **It is worth 5% of the total score.**

**Question 27: Timeline** Download, complete, and upload the **Timeline Template**: List all project implementation and promotional activities, key staff assigned to the activity, and indicate (with a checkmark) when they'll occur.

**Question 28: Staff Resumes 3,600 character limit.** Describe the qualifications of key project staff, including those listed in the timeline (track record, training, expertise, etc.)

**Question 29 Promotion 1,500 character limit.** How will you let your community know about this ARP project and its activities? Examples: press releases, social media, newspaper articles and ads, word of mouth/personal networking, school flyers, service clubs, and community calendars. Note: **IMLS must be recognized in all publicity materials.** You can tag IMLS on social media as well.

**Question 30 Project Partners 1,800 character limit.** Will you have project partners? Indicate Yes or No. If yes, list project partners, note whether they are Formal or Informal, and describe their contributions.

- Partners help you achieve project outcomes with either cash or in-kind support. They're not mandatory, but if you have them, we document their contributions in order to demonstrate how federal dollars can be leveraged and how libraries are recognized as an essential part of a greater community whole. Note: partners are not vendors; they don't receive payment for services.
- A **formal partner** is a library or non-library entity that will contribute specific deliverables to the project. A deliverable may be a cash amount or personnel, training space, transportation, supplies, materials, printing or other items to be used in implementing the grant. The applicant library must serve as project manager for any collaborative project, assuming all project management responsibilities, from grant project start to completion. Provide clear details about the roles, relationships, expectations, and responsibilities of each partner and attach a partnership agreement to document the partner(s)' deliverables. The applicant library is responsible for

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establishing and enforcing any agreements or contracts with partnering institutions, including matching funds commitments and/or who will retain use or ownership of any equipment after the funding period is over.

- If Formal partners, you **must** attach a partnership agreement/MOU, explain how you will monitor their deliverables, and implications if the partners do NOT meet deliverables.
- An **informal partner** is a library or non-library entity that will assist in the project's planning, implementation, and promotion/marketing, but will not be contributing specific deliverables.
  - Informal partners are encouraged to submit letters of support for the project.

## Section 8: Budget, Sustainability

**The Budget is worth 20% of the total score.**

Your project budget = the "inputs" that make your project come alive. Keep in mind that it is money that serves as the transformative change; it should be very clear to evaluators what this money will help you achieve in this project.

- **Allowable costs:** prior to completing the budget section, familiarize yourself with LSTA Allowable Costs: [https://nsla.nv.gov/ld.php?content\\_id=27558383](https://nsla.nv.gov/ld.php?content_id=27558383)
- **Match:** match is not required, but please document any in-kind or local cash you're using for this project
  - **Cash:** all other financial support contributed to the project, including state or local grants or allocations, private grant funds, Friends or philanthropic support, or other funds. *Include new library funds if they will be budgeted specifically for this project.*
  - **In-kind:** contributions from the library's current budget may be used to the extent that they are devoted *exclusively* to this project and may include staff time, library materials, equipment, building space, utilities, and other operating costs.
- **Salaries/Wages/Benefits:** For staff contributing directly to the project. Include position titles, job duties, hourly rate, and number of FTEs. **Note:** LSTA funds should not be used to fund existing employee salaries.
- **Consultant Fees:** This category includes all expenses related to acquiring the services of a consultant for a specific activity within the project. A consultant may be an author, poet, educator, trainer, or presenter. Costs may include fees, travel, accommodation, and any support services obtained by the consultant. Include the consultant's area of expertise and actions/contributions to the project and demonstrate that the consultant is qualified to perform the intended work or service. Attach relevant RFPs, the Scope of Work, or consultant bids.
- **Travel:** Includes transportation, accommodation, meals, etc. Must be incurred by staff working on project.
- **Supplies/Materials:** Program supplies and library materials purchased specifically for project activities. Include technology hardware/software and furnishings in this category if the per unit cost is less than \$5,000. Note: Acquisition of any of these items should not be the primary purpose of the project.
- **Equipment over \$5,000:** Tangible property having a useful life of more than one year and a *per unit cost* of \$5,000 or more. Requests for equipment or other assets must be connected to a significant and/or specific program component in the application and **must be preapproved by Nevada's IMLS federal program manager**. *Provide specifications for these items and explain how they will meet your project's LSTA goal (Section 3).*
- **Services:** The cost of services provided by a vendor. Include a description of the services and name of vendor. Review [IMLS Guidance on Advertising and PR](#) to ensure promotional services are allowable.
- **Indirect Costs:** Includes allowable indirect costs. An indirect cost is an organization's incurred cost that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as "overhead costs." Typical examples of indirect costs are general telephone service, postage, office supplies, office space expenses, and administrative or financial operations for an entire organization. For Indirect Costs higher than 10%, you must supply documentation.

**Question 31 Budget Detail** Download, complete, and upload the Budget Template, available in Community Grants. Whole dollar amounts only. The Budget Template autocalculates.



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**Question 32 Budget Overview/Narrative** Provide a brief, holistic, budget narrative.

**Question 33 LSTA Funds Requested (4)** Enter the LSTA Funds requested. This amount must match your Budget Template as well as the amount in Section 1, Overview

**Question 34 Matching Funds** Enter the anticipated local match, if any. Match is not required, but please document any in-kind or local cash you're using for this project

**Question 35 Total Project Costs** Enter the total project costs (LSTA + Match).

**Question 36 Sustainability** Describe your intentions for this project after the funding period ends. If continuation is warranted, how will your library be able to sustain, maintain, and/or expand the project? How will your library continue the momentum? Will existing resources be reallocated, partnerships and/or alternative funding sought? Describe how evaluation efforts will drive future decisions. For planning grants, explain how you will implement the processes, programs and/or services developed as part of the planning grant.

**Question 37 Advanced Payments** Will you need Advanced Payments? ☐ Yes or ☐ No.

NSLAPR will offer advanced payments for this project. An advanced payment schedule will be written into your Grant -in-Aid agreement. After receiving the advanced payment, you must still submit all of your expenditure backup (copies of invoices, receipts, and proof of payment) before your next advanced payment is approved. Failure to submit expenditure documentation will impact any future advanced payments and/or grant awards.

## Section 9, Innovation

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**Innovation is worth 3% of the total score.**

Per the Project Overview: "LSTA competitive funds are intended to be used as seed money for sustainable projects. Libraries are encouraged to envision projects that will support new/improved programs or services that will solve a specific problem or meet an identified need of the library's current or potential users."

**Question 38 Innovation** How does this project bring new and innovative services (something that doesn't exist or is significantly different than what currently exists) to your library and community?

## Section 10, Attachments

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**Question 39 Attachments** Upload supporting materials (letters of support, partner agreements, equipment over \$5,000 specs, etc.).

## Section 11, Technical – Information Only

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**Attention to technical details (spelling and math; attachments) is worth 2% of the total score.**

Please review your application for spelling/grammar and math errors, as well as required attachments and supporting documents, including:

- Partner agreements & letters of support
- A completed and signed application certification
- A completed Budget Template and Timeline
- Technical specifications and costs for equipment over \$5,000

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- Indirect Costs documentation (if over 10%)

## Section 12, Overall Merit – Information Only

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**Overall Merit is worth 10% of the total score.**

A strong application will present a clear and convincing case for funding. All aspects of the project will be perceptive and explicit.

## Section 13, Project Agreement

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Please check all boxes. By checking the boxes, you agree to comply with all post award requirements.

## Section 14, Certifications and LSTA Eligibility

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**Download, sign, and upload:**

1. [Application Certification \(Required\)](#)
2. [LSTA Eligibility](#)
  - If you have been awarded a 2021 LSTA or LSTA ARP grant, we have this on file. No need to resubmit.
3. [LSTA Required Signature forms](#)
  - If you have been awarded a 2021 LSTA or LSTA ARP grant, we have this on file. No need to resubmit.

## Section 15, Review and Status

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Please review your Funding Application for "2021 LSTA ARP Plus, Pitch an Idea" and be sure you answer all the required questions. Use the next and previous buttons to navigate through the sections.

- **Note:** Once the application is submitted, it may no longer be edited.
- You may print your application by clicking the pdf icon: 